



ADMINISTRATIVE MANAGER, SUPREME COURT COMMISSIONS

Scope of Responsibility

- Responsible for the overall operation of the Supreme Court Commissions section to include policy analysis, planning, managing, directing, and supervising the staff and programs, projects, and activities of the section. As the primary manager to the Gender and Justice Commission and the Minority and Justice Commission, plans, implements, monitors, and evaluates programs related to issues of gender, and/or minority bias including language barriers within the court system. Develops and implements policy addressing issues of language access, gender, and/or minority bias within the court system.
- Reporting to the State Court Administrator, this position is a member of the agency management team, providing input to the agency's responsibilities, influencing agency policies, and working to balance the agency's mission and goals with budgeted resources. It is responsible for managing professional staff and controlling assigned budget/resources for the section. Decision-making is within general policy and broadly outlined parameters; decisions require interpretation and consideration of both tactical and strategic outcomes. The position interacts with executive leadership, agency management, external stakeholders, all levels of division staff, and staff assigned to specific projects. It also represents the agency in assigned areas to the court community and other constituents.

Essential Activities

- Supervises employees who support the Gender and Justice Commission, the Minority and Justice Commission, and the Interpreter Commission. This includes hiring activities, performance management, identifying training needs, guiding, mentoring and motivating staff, and connecting the role of staff functions to the agency mission. Plans and manages workload for the section. Determines and communicates job requirements, performance expectations and standards. Assigns work and ensures that standards and deadlines are understood. Regularly evaluates work to ensure alignment with standards and expectations
- Provides leadership support to the Gender and Justice Commission, the Minority and Justice Commission, and the Interpreter Commission including working with the Chairs in developing vision and strategic plans, establishing outcomes, and prioritizing activities of the Commissions.

- Collaborates with other community and national organizations addressing diversity and inclusion.
- Manages inter-jurisdictional, comprehensive programs and/or policy development. Identify emerging issues, oversee research and assessments, and provide recommendations to the Chairs and Commissions.
- Identifies opportunities for education for the courts and work with professional education staff to develop programs.
- Mentors other Commission staff members, oversees committee assignments, and identifies training opportunities.
- Identifies sources of funding, write grant proposals, and oversee budgets.
- Is familiar with research models and attendant technology and terminology.
- Analyzes and evaluates proposed legislation and its probable impact on project and program goals; prepares briefs on proposed legislation.
- Performs other duties as assigned.

Qualifications and Credentials

A Bachelor's degree in social work, public administration, political science, or closely allied field **AND**:

- Five years of progressively responsible experience in policy and/or program development.
- One year experience coordinating the work of a team, including professional and administrative staff.
- Three or more years of experience working with an organization that addresses access to justice issues related to the justice system or issues surrounding gender and minority bias, and language access.

A combination of education and experience that demonstrates a working knowledge of the functions and typical work of court administration may substitute for qualification requirements listed.

SALARY RANGE: 70

- Workweek may fluctuate depending on workload or agency need.
- Travel around the state will be required, including overnight. Out of state travel may occasionally be required.
- This position is not covered under the Fair Labor Standards Act (FLSA).

6/15 Revised

2/14 Revised and Salary Adjustment

10/13 Established